

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE <b>IT Specialist</b>		ANNOUNCEMENT NUMBER <b>0260004</b>	DATES: OPENING <b>11/05/01</b> CLOSING (Close of business) <b>11/20/01</b>	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)
SERIES <b>2210</b>	GRADE <b>GG-05/07</b>	PROMOTION POTENTIAL TO <b>GG-11</b>	AREA OF CONSIDERATION <input type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input checked="" type="checkbox"/> OTHER Region IV Only	
ORGANIZATION LOCATION <b>Office of the Regional Administrator Division of Resource Management &amp; Admin. Information Resource Management Branch</b>			TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT NOT TO EXCEED	
DUTY LOCATION <b>Arlington, TX</b>		TRAVEL REQUIREMENTS <b>Occasional</b>	NAME OF IMMEDIATE SUPERVISOR <b>John Pellet</b>	

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS (ONLY): FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

THIS IS AN UPWARD MOBILITY POSITION. The incumbent selected will enter a two-year training and development program consisting of on-the-job and formal training, some of which will have to be completed outside of normal duty hours. Training and developmental assignments will be designed to equip the incumbent with the skills and abilities necessary to perform work in information technology. The trainee will support the Information Resource Management Branch.

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

This program is open to any current NRC employee who holds a permanent appointment at GG-9 or below and has completed a probationary period. Candidates must have education, experience, or a combination of education and experience that demonstrates their potential and ability to successfully performs the duties of the target position.

Expected knowledge includes skill in computer system analysis and design sufficient to define problems and processes, especially with respect to software utilization and customization, such as developing macros.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

All applicants are required to provide a narrative statement addressing the rating factors listed below.

1. INFORMATION SERVICES: Ability to learn the implementation, maintenance, and/or enhancement of voice/data/video communications capabilities and systems. This may include analog and digital telephone systems, video and videoconferencing systems and applications, and

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FOR ADDITIONAL INFORMATION CONTACT <b>Joseph Lopez</b>				Email: <b>JLL</b> Mail Stop: <b>RIV</b>		TELEPHONE	AREA CODE	NUMBER
							<b>817</b>	<b>860-8133</b>
SEND APPLICATION MATERIALS TO:								
<input type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Alleghenle Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input checked="" type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011				

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(Continuation)

		PAGE	OF
ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)
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DUTIES OF POSITION - CONTINUED

Performing computer and system support activities, especially with respect to standard software utilization, within the regional office and, or occasion, at remote sites, such as nuclear power plants in the Western United States both physically and through remote access. Ensures the day-to-day operation of computers by performing routine local computer support and network administration duties. Plans, organizes and coordinates efforts to improve utilization of systems. Performs analysis of existing requirements and develops software and hardware resolutions. Advises regional managers and staff in planning, implementing, managing or executing systems activities, and in resolving problems with programmatic, management information, or other comparable systems.

RATING FACTORS - CONTINUED

network data communications.

2. CUSTOMER SUPPORT: Ability to deliver customer support programs and services including installation, trouble-shooting, user assistance, and/or training to local and remote users. This should include Windows NT and Novell Netware 4.x network administration, especially with regard to account administration and file system management. Applications supported should include Novell GroupWise 5.5, and Corel WordPerfect Suite 8, especially with respect to macros.

3. DATA MANAGEMENT & INFORMATION SECURITY: Knowledge of implementation, and administration of systems for the acquisition, storage, and retrieval of data. This should use and general oversight and support of end-user use of document management systems with Adobe Acrobat and Microsoft Access 97 and SQL data base applications as typically used in client-server applications.

4. NETWORK SERVICES: Ability to provide administration of network systems including Novell Netware 4.x and Microsoft NT 4.x. This would include application of standard Novell and Microsoft LAN service applications, along with Citrix ICA and Symantec pcAnywhere.

5. COMMUNICATIONS: Extensive skill communicating technical information and in written form. This should include support and training interactions with individual users, groups of users and peers. presentations, and technical writing and documentation.

NOTE: Breadth of experience in the field, training, awards, and commendations past and current performance, and community activities will

CONTINUED ON NEXT PAGE

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(Continuation)

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**RATING FACTORS - CONTINUED**

be reviewed as they relate to each of the above factors to determine level of knowledge, skills, or ability of candidates.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.